

Center for Educational Performance and Information (CEPI)

Michigan Student Data System (MSDS)

Unique Identification Code (UIC)

Request for UIC Text File Specifications

Questions?
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Introduction

The Center for Educational Performance and Information (CEPI), Michigan Department of Education (MDE), and local school districts are working together to develop the Michigan Student Data System (MSDS) as the new application your district will use for state and federal student data reporting. Data collected in this system are vital to your district's success; No Child Left Behind reports, Adequate Yearly Progress, eligibility for federal programs, and state aid payments are all derived from data collected by the system. In addition, the School Code Master (SCM) is being rewritten to more accurately reflect the sharing of resources and relationships between districts.

The Request for UIC collection in the MSDS allows school districts to obtain or validate Unique Identification Codes (UICs) for their students. If a student's UIC is unknown, submit that student's record without a UIC (UIC field would be blank). To validate a student's UIC, submit that student's record with a UIC. Validating a student's UIC ensures that the correct UIC has been assigned to that student's record.

For the 2008-2009 school year, the following Request for UIC file format will be accepted:

- Up to 132 character text file format - UIC field included (records can be submitted with or without a UIC)
- Extensible Markup Language (XML) file format

For the 2009-2010 school year, the following Request for UIC file format will be accepted:

- XML file format only

Information on the Request for UIC XML file format is available at the following link:

http://www.michigan.gov/cepi/0,1607,7-113-986_50502---,00.html

Please note that entities with agreement numbers must use the XML file format.

Completed files will be made available to download back into your local student management system. If a text file was uploaded, you may download in either text or XML format. If an XML file was uploaded, you may download in XML format only.

Text File Requirements

Request for UIC text files must be plain text and conform to the ASCII record layout on the following page. If the file length does not conform to this format, the file will be rejected. Text files within a Zip file (*.zip) will be accepted.

File Name Requirement

When you are preparing your file for upload to MSDS please be sure to follow the naming convention for Request for UIC text files. The first eight characters should conform to the file naming convention:

N<ISD Code><District Code><Optional>.txt

The letter N in position one denotes the Submitting Entity Type.

D = District

B = Building

Positions 2 - 3 denote the Intermediate School District (ISD) Code. If the entity you are reporting does not have an ISD code, use the ISD it is geographically located.

Positions 4 - 8 denote the District Code or Building Code.
 Characters after Position 9 are optional and may or may not be used for the district's own purposes.

Example: ISD "28" and district "28050" would submit a file named "D2828050.txt".

Field Requirements

Start POS	End POS	Field Length	Data Type	Required or Optional	MSDS Field Name	Data Requirements / SRSD Field Reference (see SRSD Field Descriptions for appropriate Codes)
1	2	2	Numeric	Optional	ISD Number	State Assigned ISD Number, can be blank Field 1: Operation ISD/ESA Number
3	7	5	Numeric	Optional	District Number	State Assigned District Number, can be blank Field 2: Operating District Number
8	12	5	Numeric	Optional	School Number	State Assigned School Number, can be blank Field 5: School or Facility
13	37	25	Alpha	Required	Last Name	Student's legal last name, cannot be blank Field 6: Student's Last Name
38	52	15	Alpha	Required	First Name	Student's full, legal first name, cannot be blank Field 7: Student's First Name
53	53	1	Alpha	Optional	Middle Initial	The first letter of the Student's legal middle name, can be blank Field 8: Student's Middle Initial
54	54	1	Alpha	Required	Gender	"M" = Male, "F" = Female, cannot be blank, can be upper or lower case Field 11: Student's Gender
55	56	2	Numeric	Required	Date of Birth Month	Month of student's birth, "01" through "12", cannot be blank (must be two digits) Field 9: Date of Birth (positions 4 and 5) Note: This format differs from the Date of Birth format in the SRSD where the length of the field is 10 characters (slashes separate the date components MM/DD/YYYY)
57	58	2	Numeric	Required	Date of Birth Day	Day of the month the student was born, "01" through "31", cannot be blank, leading zero required Field 9: Date of Birth (positions 4 and 5) Note: This format differs from the Date of Birth format in the SRSD where the length of the field is 10 characters (slashes separate the date components MM/DD/YYYY)

Start POS	End POS	Field Length	Data Type	Required or Optional	MSDS Field Name	Data Requirements / SRSD Field Reference (see SRSD Field Descriptions for appropriate Codes)
59	62	4	Numeric	Required	Date of Birth Year	<p>Year of student's birth, cannot be blank (must be four digits)</p> <p>Field 9: Date of Birth (positions 7-10)</p> <p>Note: This format differs from the Date of Birth format in the SRSD where the length of the field is 10 characters (slashes separate the date components MM/DD/YYYY)</p>
63	68	6	Numeric	Optional	Ethnicity	<p>Six character representation of student's ethnicity (user SRSD standard) or blank. See SRSD Field Descriptions.</p> <p>Field 22: Racial/Ethnic Code</p>
69	70	2	Numeric	Optional	Exit Status	<p>Two character exit code for student (from SRSD file format) or blank. See SRSD Field Descriptions for valid codes.</p> <p>Field 23: District Exit Status</p>
71	72	2	Numeric	Optional	Grade	<p>Two character code for the student's grade or blank, leading zero required. See SRSD Field Descriptions for valid codes.</p> <p>Field 19: Grade or Setting</p>
73	74	2	Numeric	Optional	Multiple Birth Order	<p>See SRSD Field Descriptions, can be blank</p> <p>Field 32: Multiple Birth</p>
75	78	4	Numeric	Optional	General Education FTE	<p>Numeric value, from 0.00 to 1.00 or blank</p> <p>Field 18: FTE in General Education (Membership)</p>
79	82	4	Numeric	Optional	Special Education FTE	<p>Total of FTE reported for Section 52 and 53, value must be from 0.00 to 1.00 or blank</p> <p>Field 40: FTE in Section 52 (Membership) Field 41: FTE in Section 53 (Membership)</p>
83	86	4	Numeric	Optional	Adult Education FTE	<p>Fall Format: Decimal. Must contain a number from 0.00 – 2.00. Sum of FTE in field 99 + field 100</p> <p>Spring Format: Decimal. Must contain a number from 0.00 – 1.00. Value of FTE in field 101</p> <p>End of Year (EOY) Format: Decimal. Must contain a number from 0.00 – 1.00. Value of FTE in field 102</p> <p>Field 99: Adult Education FTE in July (State Membership) Field 100: Adult Education FTE in September (State Membership) Field 101: Adult Education FTE in February (State Membership) Field 102: Adult Education FTE in April (State Membership)</p>
87	94	8	Numeric	Optional	Enrollment Date	<p>Date the student enrolled (first received services) in district (MMDDCCYY) or blank</p> <p>Field 20: Date of Enrollment</p>

Start POS	End POS	Field Length	Data Type	Required or Optional	MSDS Field Name	Data Requirements / SRSD Field Reference (see SRSD Field Descriptions for appropriate Codes)
95	102	8	Numeric	Optional	Exit Date	<p>Date the student exited (day after last day attended) the district (MMDDCCYY) or blank</p> <p>Field 24: District Exit Date</p>
103	122	20	AlphaNum	Optional	Student Number	<p>Local Student Number, or blank</p> <p>Note: Although this field is optional, it is highly recommended to include this field in your Request for UIC file. Student ID numbers can be utilized for assisting in importing UICs into the local student management system.</p> <p>Field 17: Student ID Number (Membership)</p>
123	132	10	Numeric	Optional	UIC	<p>State assigned number, can be blank</p> <p>Field 124: Unique Identification Code (UIC)</p>